



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	Administrative Coordinator (Mitigation Officer)
3	<i>Posting Number</i>	PN# 111952
4	<i>Department</i>	F&A
5	<i>Division</i>	Office of Emergency Management
6	<i>Section</i>	Emergency Management
7	<i>Reporting Location</i>	5320 N. Shepherd
8	<i>Workdays & Hours</i>	Varied, normal M-F* *Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Manages, analyzes and develops operating and monitoring procedures for Emergency Management, reviews their implementation and provides detailed guidelines with long-term objectives. Plans, develops, implements and monitors a comprehensive standards and procedures planning program. Stays abreast and ensures compliance with current federal, state and local regulations; stays familiar with Department of Homeland Security rules and regulations relating to Emergency Management operations and procedures. Serves as a liaison with local, state and federal agencies, elected officials, and the public. Evaluates technical and statistical data, analyzes and interprets results, prepares various reports, and maintains database. Consults and provides recommendations on goals, objectives, personnel and budget allocation. Handles other special projects as assigned. Must be willing and available to work all shifts, including rotation, weekends and holidays. **Candidate must be able to respond from residence to the Houston EOC within 60 minutes.**

10 **WORKING CONDITIONS**

Performing these duties will involve being available by pager and/or cellular phone; attending meetings; visually observing and differentiating details; making quantitative computations; preparing written reports; operating a city vehicle; analyzing abstract information; dealing with people in tense situations; responding to emergencies; standing and walking for extended periods; exposure to significant levels of heat; cold, moisture, air pollution. May be required to lift up to forty- (40) pounds.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, Emergency Management, or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Five years of administrative experience are required. Professional administrative experience may be substituted for the above education requirements on a year for year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to persons with experience and/or previous working knowledge of the Metropolitan Medical Response System. Completed or near completion of the Professional Development Series classes required by the Department of Public Safety, Division of Emergency Management. Public Administration, Emergency Management or related field.

15 **SELECTION/SKILLS TESTS REQUIRED**

Application review and/or interview.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

	Salary Range - Pay Grade 24	
\$ 1,419.00-	\$ 1,961.00 Biweekly	\$ 36,894.00 - \$ 50,986.00 Annually

18 **OPENING DATE**

July 12, 2006

19 **CLOSING DATE**

OPEN UNTIL FILLED

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer